

## **How to Register a Player on play-cricket.com**

### **If the player is not registered to any other club (inside or outside BDPCL)**

follow the procedure set out below:-

### **If the player is registered to another club (inside or outside BDPCL)**

a transfer form signed by an Official of both clubs, must be forwarded to the General Manager, BDPCL, PO Box 2481, Walsall WS1 1GF before following the procedure set out below:-

- Step 1** Log on to your Club play-cricket.com site
- Step 2** Click on Admin button
- Step 3** Click on Club Members in Left Hand Menu
- Step 4** Select Member Database
- Step 5** Select a Player and click on 'Mortar Board' symbol to edit user roles
- Step 6** Select Tab entitled 'League Registered Players'
- Step 7** Complete all details on the registration form including Date of Birth, Address (including Post Code and County), Telephone Numbers, Player Category and Country of Birth
- Step 8** If registering a Category 3 or Category 3 (Exempt) player, the date that the player last entered the UK must be entered. You must, also, submit the paperwork specified in the League Handbook and forward it to the General Manager, BDPCL, PO Box 2481, Walsall WS1 1GF before the registration can be completed
- Step 9** Click on Save Player Details at foot of page
- Step 10** Click Add at bottom right hand corner of page
- Step 11** Click on Standard Nomination button if the player is not registered to another Club
- Step 12** Click on Player Transfer button if the player is transferring from another Club
- Step 13** Click Nominate Player
- Step 14** If the player is transferring from another Club (inside or outside the League) you must select that Club from the Search list
- Step 15** Click Select Club and Complete

At this stage, status will be defined as Pending and you await confirmation from the League that the player is registered or rejected. Until the registration is accepted, or rejected, the name of the player will appear in Pending Player Nominations in the menu down the left hand side of the page.

If the application for registration is rejected by the League, you will receive an e-mail from the General Manager stating the reason for rejection.

If the application for registration is accepted by the League, you will receive an e-mail from the General Manager stating that the application has been successful.

## **To Check if a Player is Registered by Your Club**

- Step 1** Log on to your Club play-cricket.com site
- Step 2** Click on Admin button
- Step 3** Click on Club Members in Left Hand Menu
- Step 4** Select Member Database
- Step 5** Click on drop down menu in search box and select Role
- Step 6** Click on League Registered Players
- Step 7** Click on Search

A full list of all your Club players registered with the League should be visible.